

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient's Title]  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Request for Renewal of Registration Certificate

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the renewal of my Registration Certificate (RC) for [specify the purpose, e.g., vehicle, business, etc.], which is set to expire on [expiry date]. My current Registration Certificate details are as follows:

- RC Number: [Your RC Number]
- Name: [Your Name]
- Address: [Your Address]

I have attached all the required documents for the renewal process, including:

1. Completed renewal application form
2. Copy of the current Registration Certificate
3. [List any other documents required, e.g., proof of payment, identification, etc.]

I kindly request your assistance in processing my renewal application at your earliest convenience. If you require any additional information or further documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]